

NINE COUNCILMEMBERS

Divisions 01-1003 through 01-1014

LEGISLATIVE

**Division 01-1002** 

### Nine Councilmembers Division #01-1003 through 01-1014

### Goal

To carry out the powers and duties as set forth in the City Charter in such a fashion to ensure sound government and good order of the City, protection of persons and property therein and the preservation of the health and welfare of the citizens of the City.

### Activities

### **Common Council**

- 1. Exercise governance of the City as a legislative body.
- 2. Enact laws, Ordinances, rules and regulations for the common good of City residents and businesses.
- 3. Adopt the City's annual Operating, Capital and Grant Budgets.
- 4. Authorize the borrowing of funds as required by enabling statute.
- 5. Confirm the appointment of Local Officials as required by City Charter.
- 6. Fix the salary and compensation of every officer and employee of the City.
- 7. Investigate and inquire into all matters brought before the Common Council to include administering oaths and compelling testimony.
- 8. Holds public hearings as required by law.

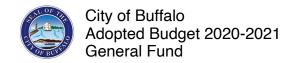
#### Legislative

- 1. Provide technical, clerical and administrative support to the Common Council and individually to its members.
- 2. Provide staff assistance for all regularly scheduled or specially called public meetings and hearings.
- 3. Prepare resolutions, rules and regulations for enactment by the Common Council.
- 4. Assist with the investigation and review of items and issues brought before the Common Council.
- 5. Provide streaming of meetings.
- 6. Maintain transparency.

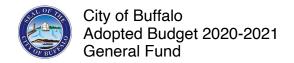
### Nine Councilmembers Division #01-1003 through 01-1014

### **Work Program Statistics**

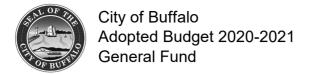
|                            | Actual 2018-2019 | Projection<br>2019-2020 | Estimate 2020-2021 |
|----------------------------|------------------|-------------------------|--------------------|
| Regular Council meetings   | 24               | 24                      | 24                 |
| Regular Committee meetings | 105              | 94                      | 102                |
| Special Council meetings   | 5                | 4                       | 5                  |
| Special Committee meetings | 3                | 2                       | 3                  |
| Rezonings requested        | 13               | 16                      | 15                 |
| Rezonings approved         | 13               | 16                      | 15                 |
| Use Permits submitted      | 73               | 70                      | 80                 |
| Use Permits approved       | 67               | 64                      | 72                 |
| District Council Members   | 9                | 9                       | 9                  |



|                                       | 2018-2019<br>Actual Amount | 2019-2020<br>Adopted<br>Budget | 2019-2020<br>Revised Budget | 2019-2020<br>Year To Date<br>6/18/2020 | 2020-2021<br>Adopted<br>Budget |
|---------------------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------------------|--------------------------------|
| COUNCILMEMBERS TOTAL                  | 1,523,170                  | 1,621,566                      | 1,621,566                   | 1,465,493                              | 1,786,123                      |
| 1003 COUNCILMEMBER TWO                | 181,047                    | 192,552                        | 192,552                     | 177,464                                | 206,933                        |
| 10103001 COUNCILMEMBER 2 PS           | 181,047                    | 192,552                        | 192,552                     | 177,464                                | 206,933                        |
| 411001 ANNUAL SALARY                  | 161,047                    | 172,547                        | 172,547                     | 159,002                                | 186,228                        |
| 414001 LONGEVITY                      | -                          | -                              | -                           | -                                      | 700                            |
| 414008 LEADERSHIP STIPEND             | 15,000                     | 15,000                         | 15,000                      | 13,846                                 | 15,000                         |
| 415001 AUTOMOBILE<br>ALLOWANCE        | 5,000                      | 5,005                          | 5,005                       | 4,615                                  | 5,005                          |
| 1004 COUNCILMEMBER THREE              | 146,574                    | 173,908                        | 173,908                     | 157,299                                | 199,933                        |
| 10104001 COUNCILMEMBER 3 PS           | 146,574                    | 171,908                        | 171,908                     | 157,299                                | 197,933                        |
| 411001 ANNUAL SALARY                  | 136,243                    | 160,903                        | 160,903                     | 150,192                                | 186,228                        |
| 414001 LONGEVITY                      | -                          | -                              | -                           | -                                      | 700                            |
| 414008 LEADERSHIP STIPEND             | 5,331                      | 6,000                          | 6,000                       | 2,492                                  | 6,000                          |
| 415001 AUTOMOBILE<br>ALLOWANCE        | 5,000                      | 5,005                          | 5,005                       | 4,615                                  | 5,005                          |
| 10104004 COUNCILMEMBER THREE<br>TR    | -                          | 2,000                          | 2,000                       | -                                      | 2,000                          |
| 458001 TRANSPORTATION                 | -                          | 900                            | 900                         | -                                      | 900                            |
| 458002 MEALS & LODGING                | -                          | 900                            | 900                         | -                                      | 900                            |
| 458003 REGISTRATION & MEMBERSHIP FEES | -                          | 200                            | 200                         | -                                      | 200                            |
| 1005 COUNCILMEMBER 4                  | 172,047                    | 183,552                        | 183,552                     | 163,090                                | 203,170                        |
| 10105001 COUNCILMEMBER 4 PS           | 172,047                    | 183,552                        | 183,552                     | 163,090                                | 203,170                        |
| 411001 ANNUAL SALARY                  | 161,047                    | 172,547                        | 172,547                     | 152,936                                | 192,165                        |
| 414008 LEADERSHIP STIPEND             | 6,000                      | 6,000                          | 6,000                       | 5,538                                  | 6,000                          |
| 415001 AUTOMOBILE<br>ALLOWANCE        | 5,000                      | 5,005                          | 5,005                       | 4,615                                  | 5,005                          |
| 1007 COUNCILMEMBER 6                  | 154,457                    | 178,455                        | 178,455                     | 152,865                                | 185,357                        |
| 10107001 COUNCILMEMBER 6 PS           | 154,457                    | 178,455                        | 178,455                     | 152,865                                | 185,357                        |
| 411001 ANNUAL SALARY                  | 147,732                    | 166,725                        | 166,725                     | 145,250                                | 174,352                        |
| 414001 LONGEVITY                      | 725                        | 725                            | 725                         | -                                      | -                              |
| 414008 LEADERSHIP STIPEND             | 6,000                      | 6,000                          | 6,000                       | 5,538                                  | 6,000                          |
| 415001 AUTOMOBILE<br>ALLOWANCE        | -                          | 5,005                          | 5,005                       | 2,077                                  | 5,005                          |
| 1009 COUNCILMEMBER 8                  | 167,275                    | 181,480                        | 181,480                     | 160,712                                | 213,859                        |
| 10109001 COUNCILMEMBER 8 PS           | 167,275                    | 178,780                        | 178,780                     | 160,712                                | 211,159                        |
| 411001 ANNUAL SALARY                  | 155,225                    | 166,725                        | 166,725                     | 150,558                                | 198,104                        |
| 414001 LONGEVITY                      | 1,050                      | 1,050                          | 1,050                       | -                                      | 2,050                          |
| 414008 LEADERSHIP STIPEND             | 6,000                      | 6,000                          | 6,000                       | 5,538                                  | 6,000                          |
| 415001 AUTOMOBILE<br>ALLOWANCE        | 5,000                      | 5,005                          | 5,005                       | 4,615                                  | 5,005                          |
| 10109004 COUNCILMEMBER 8 TR           | -                          | 2,700                          | 2,700                       | -                                      | 2,700                          |
| 458001 TRANSPORTATION                 | -                          | 1,000                          | 1,000                       | -                                      | 1,000                          |
| 458002 MEALS & LODGING                | -                          | 1,500                          | 1,500                       | -                                      | 1,500                          |
| 458003 REGISTRATION & MEMBERSHIP FEES | -                          | 200                            | 200                         | -                                      | 200                            |
|                                       |                            | 40                             |                             |                                        |                                |

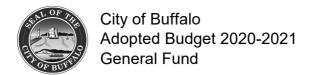


|                                       | 2018-2019<br>Actual Amount | 2019-2020<br>Adopted<br>Budget | 2019-2020<br>Revised Budget | 2019-2020<br>Year To Date<br>6/18/2020 | 2020-2021<br>Adopted<br>Budget |
|---------------------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------------------|--------------------------------|
| COUNCILMEMBERS TOTAL                  | 1,523,170                  | 1,621,566                      | 1,621,566                   | 1,465,493                              | 1,786,123                      |
| 1010 COUNCILMEMBER 9                  | 168,000                    | 183,005                        | 183,005                     | 163,506                                | 194,795                        |
| 10110001 COUNCILMEMBER 9 PS           | 168,000                    | 179,505                        | 179,505                     | 161,889                                | 191,295                        |
| 411001 ANNUAL SALARY                  | 155,225                    | 166,725                        | 166,725                     | 151,011                                | 180,290                        |
| 414001 LONGEVITY                      | 1,775                      | 1,775                          | 1,775                       | 725                                    | -                              |
| 414008 LEADERSHIP STIPEND             | 6,000                      | 6,000                          | 6,000                       | 5,538                                  | 6,000                          |
| 415001 AUTOMOBILE<br>ALLOWANCE        | 5,000                      | 5,005                          | 5,005                       | 4,615                                  | 5,005                          |
| 10110004 COUNCILMEMBER 9 TR           | -                          | 3,500                          | 3,500                       | 1,617                                  | 3,500                          |
| 458001 TRANSPORTATION                 | -                          | 1,000                          | 1,000                       | 298                                    | 1,000                          |
| 458002 MEALS & LODGING                | -                          | 2,000                          | 2,000                       | 869                                    | 2,000                          |
| 458003 REGISTRATION & MEMBERSHIP FEES | -                          | 500                            | 500                         | 450                                    | 500                            |
| 1011 COUNCILMEMBER 10                 | 165,393                    | 177,122                        | 177,122                     | 160,408                                | 196,320                        |
| 10111001 COUNCILMEMBER 10 PS          | 165,393                    | 177,122                        | 177,122                     | 160,408                                | 196,320                        |
| 411001 ANNUAL SALARY                  | 149,268                    | 160,992                        | 160,992                     | 146,562                                | 180,290                        |
| 414001 LONGEVITY                      | 1,125                      | 1,125                          | 1,125                       | -                                      | 1,025                          |
| 414008 LEADERSHIP STIPEND             | 10,000                     | 10,000                         | 10,000                      | 9,231                                  | 10,000                         |
| 415001 AUTOMOBILE<br>ALLOWANCE        | 5,000                      | 5,005                          | 5,005                       | 4,615                                  | 5,005                          |
| 1012 COUNCILMEMBER 11                 | 218,162                    | 183,952                        | 183,952                     | 175,605                                | 204,570                        |
| 10112001 COUNCILMEMBER 11 PS          | 218,162                    | 183,952                        | 183,952                     | 175,605                                | 204,570                        |
| 411001 ANNUAL SALARY                  | 206,762                    | 172,547                        | 172,547                     | 165,451                                | 192,165                        |
| 414001 LONGEVITY                      | 400                        | 400                            | 400                         | -                                      | 1,400                          |
| 414008 LEADERSHIP STIPEND             | 6,000                      | 6,000                          | 6,000                       | 5,538                                  | 6,000                          |
| 415001 AUTOMOBILE<br>ALLOWANCE        | 5,000                      | 5,005                          | 5,005                       | 4,615                                  | 5,005                          |
| 1014 COUNCILMEMBER 13                 | 150,213                    | 167,540                        | 167,540                     | 154,543                                | 181,186                        |
| 10114001 COUNCILMEMBER 13 PS          | 150,213                    | 167,540                        | 167,540                     | 154,543                                | 181,186                        |
| 411001 ANNUAL SALARY                  | 138,488                    | 155,810                        | 155,810                     | 143,664                                | 169,156                        |
| 414001 LONGEVITY                      | 725                        | 725                            | 725                         | 725                                    | 1,025                          |
| 414008 LEADERSHIP STIPEND             | 6,000                      | 6,000                          | 6,000                       | 5,538                                  | 6,000                          |
| 415001 AUTOMOBILE<br>ALLOWANCE        | 5,000                      | 5,005                          | 5,005                       | 4,615                                  | 5,005                          |



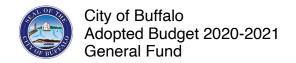
# Common Council Budgeted Salaries

| Description                              | Step     | Grade        | Qty | Unit Cost |                  |    | Total            |
|------------------------------------------|----------|--------------|-----|-----------|------------------|----|------------------|
| •                                        |          |              |     |           |                  |    |                  |
| 10103001-411001                          |          |              |     |           |                  |    |                  |
| Councilmember 2 (Council President)      | 5        | H001         | 1   | \$        | 75,000           | \$ | 75,000           |
| Legislative Assistant                    | 5        | 1013         | 1   |           | 49,676           |    | 49,676           |
| Senior Legislative Assistant II          | 5        | I105         | 1   |           | 61,552           |    | 61,552           |
| Total Councilmember 2                    |          |              | 3   |           |                  | \$ | 186,228          |
|                                          |          |              |     |           |                  |    |                  |
| 10104001-411001                          |          |              |     |           |                  |    |                  |
| Councilmember 3                          | 5        | H001         | 1   | \$        | 75,000           | \$ | 75,000           |
| Legislative Assistant                    | 5        | 1013         | 1   |           | 49,676           |    | 49,676           |
| Senior Legislative Assistant II          | 5        | I105         | 1   |           | 61,552           |    | 61,552           |
| Total Councilmember 3                    |          |              | 3   |           |                  | \$ | 186,228          |
| 10105001 111001                          |          |              |     |           |                  |    |                  |
| <b>10105001-411001</b> Councilmember 4   | 5        | H001         | 1   | \$        | 75.000           | \$ | 7E 000           |
| Senior Legislative Assistant             | 5        | 1017         | 1   | Φ         | 75,000<br>55,613 | Ψ  | 75,000<br>55,613 |
| Senior Legislative Assistant II          | 5        | 1105         | 1   |           | 61,552           |    | 61,552           |
| Total Councilmember 4                    | <u> </u> | 1103         | 3   |           | 01,332           | \$ | 192,165          |
| Total Councilinember 4                   |          |              |     |           |                  | Ψ  | 132,103          |
| 10107001-411001                          |          |              |     |           |                  |    |                  |
| Councilmember 6                          | 5        | H001         | 1   | \$        | 75,000           | \$ | 75,000           |
| Legislative Assistant                    | 5        | 1013         | 2   | Ψ         | 49,676           | Ψ  | 99,352           |
| Total Councilmember 6                    |          |              | 3   |           | .0,0.0           | \$ | 174,352          |
|                                          |          |              |     |           |                  | 7  | ,                |
| 10109001-411001                          |          |              |     |           |                  |    |                  |
| Councilmember 8                          | 5        | H001         | 1   | \$        | 75,000           | \$ | 75,000           |
| Senior Legislative Assistant II          | 5        | I105         | 2   |           | 61,552           |    | 123,104          |
| Total Councilmember 8                    |          |              | 3   |           |                  | \$ | 198,104          |
|                                          |          |              |     |           |                  |    |                  |
| 10110001-411001                          |          |              |     |           |                  |    |                  |
| Councilmember 9                          | 5        | H001         | 1   | \$        | 75,000           | \$ | 75,000           |
| Legislative Aide                         | 5        | 1007         | 1   |           | 43,738           |    | 43,738           |
| Senior Legislative Assistant II          | 5        | I105         | 1   |           | 61,552           |    | 61,552           |
| Total Councilmember 9                    |          |              | 3   |           |                  | \$ | 180,290          |
|                                          |          |              |     |           |                  |    |                  |
| 10111001-411001                          |          | 11001        |     |           |                  |    | ==               |
| Councilmember 10 (Majority Leader)       | 5        | H001         | 1   | \$        | 75,000           | \$ | 75,000           |
| Legislative Aide                         | 5        | 1007         | 1   |           | 43,738           |    | 43,738           |
| Senior Legislative Assistant II          | 5        | I105         | 1   |           | 61,552           | •  | 61,552           |
| Total Councilmember 10                   |          |              | 3   |           |                  | \$ | 180,290          |
| 40442004 444004                          |          |              |     |           |                  |    |                  |
| 10112001-411001                          | - F      | <b>⊔</b> 004 | 1   | ¢.        | 75.000           | ¢  | 75.000           |
| Councilmember 11 (President Pro Tempore) | 5<br>5   | H001<br>I017 | 1   | \$        | 75,000           | \$ | 75,000           |
| Senior Legislative Assistant             | 5        | 1105         | 1   |           | 56,726           |    | 55,613           |
| Senior Legislative Assistant II          | J        | 1105         | 3   |           | 62,873           | •  | 61,552           |
| Total Councilmember 11                   |          |              | 3   |           |                  | \$ | 192,165          |

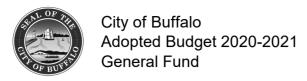


# Common Council Budgeted Salaries

| Description                     | Step | Grade | Qty | Unit Cost | Total           |
|---------------------------------|------|-------|-----|-----------|-----------------|
| 10114001-411001                 |      |       |     |           |                 |
| Councilmember 13                | 5    | H001  | 1   | \$ 75,000 | \$<br>75,000    |
| Senior Legislative Assistant II | 5    | I105  | 1   | 61,552    | 61,552          |
| Assistant Legislative Aide      | 5    | I102  | 1   | 32,604    | 32,604          |
| Total Councilmember 13          |      |       | 3   |           | \$<br>169,156   |
|                                 |      |       |     |           |                 |
| Totals                          |      |       | 27  |           | \$<br>1,658,978 |



|                                       | 2018-2019<br>Actual Amount | 2019-2020<br>Adopted<br>Budget | 2019-2020<br>Revised Budget | 2019-2020<br>Year To Date<br>6/18/2020 | 2020-2021<br>Adopted<br>Budget |
|---------------------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------------------|--------------------------------|
| 1002 LEGISLATIVE TOTAL                | 812,886                    | 914,586                        | 936,511                     | 773,406                                | 1,027,202                      |
| 10102001 LEGISLATIVE PS               | 805,890                    | 914,586                        | 914,586                     | 751,481                                | 932,258                        |
| 411001 ANNUAL SALARY                  | 608,075                    | 663,373                        | 663,373                     | 587,881                                | 679,020                        |
| 412002 HOURLY SALARY                  | 194,040                    | 246,713                        | 246,713                     | 158,525                                | 246,713                        |
| 414001 LONGEVITY                      | 3,775                      | 4,500                          | 4,500                       | 5,075                                  | 6,525                          |
| 10102006 LEGISLATIVE SV               | 6,996                      | -                              | 21,925                      | 21,925                                 | 94,944                         |
| 434004 CC NEIGHBORHOOD<br>INITIATIVES | 6,996                      |                                | 21,925                      | 21,925                                 | 94,944                         |



### Legislation 10102001-411001 Budgeted Salaries

| Description                     | Step | Grade | Quantity | Unit Cost | Total      |
|---------------------------------|------|-------|----------|-----------|------------|
| Assistant Legislative Aide      | 5    | l102  | 1        | \$ 32,604 | \$ 32,604  |
| Assistant Legislative Aide II   | 5    | l132  | 1        | 37,890    | 37,890     |
| Chief of Staff                  | 5    | I118  | 1        | 72,409    | 72,409     |
| Legislative Aide                | 5    | 1007  | 1        | 43,738    | 43,738     |
| Legislative Assistant           | 5    | 1013  | 4        | 49,676    | 198,704    |
| Press Information Officer       | 5    | l154  | 1        | 54,523    | 54,523     |
| Senior Legislative Assistant II | 5    | I105  | 1        | 61,552    | 61,552     |
| Senior Legislative Assistant IV | 5    | I136  | 1        | 66,374    | 66,374     |
| Senior Legislative Assistant    | 5    | I017  | 2        | 55,613    | 111,226    |
| Total                           |      |       | 13       |           | \$ 679,020 |



# DEPARTMENT OF CITY CLERK

CITY CLERK

Division #02-1020

CITY CLERK RECORDS MANAGEMENT

Division #02-1021

### Division of City Clerk Division #02-1020

#### Goals

- 1. To carry out the powers and duties as set forth in the City Charter in such a manner as to ensure sound government and order in the City.
- 2. To assist the elected officials in carrying out their duties.
- 3. To be available to the general public in assisting them in obtaining information or aid through City government or Agencies administered by same.
- 4. To record accurately and file all certificates of birth, fetal deaths, deaths, marriage licenses, domestic partnerships and Acknowledgments of Paternity occurring within the City.
- 5. To issue copies of records to all appropriate requesters.
- 6. To process all Commissioner of Deed applications and renewals and chicken coop license applications
- 7. To continue the Dog Enumeration Program to ensure that all dog owners obtain a valid dog license
- 8. Performs duties as Records Management Officer of the City.

### Activities

- 1. Prepare, certify and maintain a journal of the proceedings of the Common Council and publish it in the manner prescribed by Ordinance.
- 2. Record every Ordinance enacted by the Common Council.
- 3. Record every local law and notify the Office of the New York State Comptroller and the New York Secretary of State of changes in the City Charter.
- 4. Notify the Commissioner of the Board of Elections if a local law is subject to referendum.
- 5. Give notice in writing to every officer of his election or appointment and of the amount of the official bond or undertaking required.
- 6. Publish all notices, advertising matters or proceedings required by ordinance or law.
- 7. Issue marriage licenses and maintain permanent records thereof.
- 8. Prepare statements and forms pertaining to monies due the State of New York collected in the issuing of marriage licenses.
- 9. File disclosure statements pursuant to the New York State Code of Ethics, Chapter VIII, Sec. 90.
- 10. Administer the local 25-year pension plan of retired Police Officers and Firefighters.
- 11. Issue dog licenses and enter information pertaining to original licenses and renewals on the computer records.
- 12. Prepare statements and forms pertaining to the monies due the State of New York collected in the issuing of dog licenses.

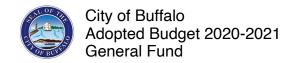
### Division of City Clerk Division #02-1020

- 13. Act as Clerk of the Zoning Board of Appeals and Pension Board.
- 14. Record all hazardous conditions reported to the City Clerk in the proper manner and notify the appropriate Departments.
- 15. Perform such other duties as conferred upon it by the provisions of general law or as directed by the Common Council.
- 16. Make available to the general public the publications of the Charter and the Ordinances of the City and all changes therein.
- 17. Image and index original death and birth records.
- 18. Ascertain correctness of all certificates received.
- 19. Testify as to validity of birth and death documents when summoned to court.
- 20. Collect and compile birth and death statistics for the U.S. Center for Disease Control.
- 21. Issue certified copies of certificates to citizens and to public agencies for official purposes.
- 22. Issue burial permits as required by law.
- 23. Supply parents with birth certificates for newborns.
- 24. Provide information to the public on obtaining and/or correcting birth and death certificates.
- 25. Operate and maintain a City inactive records center.
- 26. Perform marriage ceremonies.
- 27. Maintain Domestic Partnership Registry.
- 28. Issue chicken coop licenses.
- 29. Process Commissioner of Deeds applications and renewals.

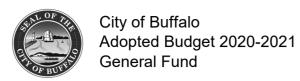
Division of City Clerk Division #02-1020

### **Work Program Statistics**

|                                        | Actual    | Projection | Estimate  |
|----------------------------------------|-----------|------------|-----------|
|                                        | 2018-2019 | 2019-2020  | 2020-2021 |
| Marriage ceremonies performed          | 169       | 170        | 180       |
| Marriage licenses issued               | 1,916     | 1,700      | 1,850     |
| Marriage certificates issued           | 4,876     | 4,300      | 4,600     |
| Dog licenses issued                    | 7,362     | 7,150      | 7,550     |
| Pension checks mailed monthly          | 2         | 2          | 2         |
| New Ordinances recorded                | 15        | 12         | 12        |
| Publications: Notices of Public        | 147       | 120        | 160       |
| Hearing                                |           |            |           |
| Rezoning permits                       | 13        | 16         | 15        |
| Local Laws                             | 4         | 4          | 3         |
| Total use permits                      | 73        | 70         | 80        |
| Use permits (No Public Hearing)        | -         | -          | -         |
| Maintenance of inactive records        | 75000     | 75,000     | 75,000    |
| (cu. ft.)                              |           |            |           |
| Corrections to birth records           | 695       | 725        | 725       |
| Corrections to death records           | 1,230     | 1,250      | 1,250     |
| Births recorded                        | 8,041     | 8,050      | 8,050     |
| Burial permits issued                  | 5,253     | 5,500      | 5,500     |
| Deaths recorded                        | 5,253     | 5,500      | 5,500     |
| Acknowledgements of Paternity recorded | 2,858     | 2,950      | 2,950     |
| Free copies birth-Military and         | 1,825     | 1,850      | 1,850     |
| other government agencies              | 1,020     | 1,000      | 1,000     |
|                                        |           |            |           |
| Revenue Producing Copies:              |           |            |           |
| Birth                                  | 33,432    | 36,700     | 37,000    |
| Death                                  | 27,924    | 28,075     | 29,000    |
| Searches-genealogy                     | 2,287     | 1,900      | 2,100     |
| Telephone requests                     | 30,000    | 30,000     | 30,000    |
| Domestic Partnerships                  | 6         | 10         | 10        |
| Chicken coop licenses                  | 21        | 22         | 22        |

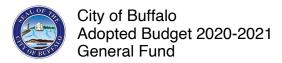


|                                           | 2018-2019<br>Actual Amount | 2019-2020<br>Adopted<br>Budget | 2019-2020<br>Revised Budget | 2019-2020<br>Year To Date<br>6/18/2020 | 2020-2021<br>Adopted<br>Budget |
|-------------------------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------------------|--------------------------------|
| 1020 CITY CLERK ADMINISTRATIVE SERV TOTAL | 2,144,458                  | 2,735,431                      | 3,182,311                   | 2,430,419                              | 2,681,046                      |
| 10220001 CITY CLERK ADMIN PS              | 852,267                    | 1,086,126                      | 1,086,126                   | 832,442                                | 1,159,147                      |
| 411001 ANNUAL SALARY                      | 664,004                    | 886,188                        | 886,188                     | 650,801                                | 970,612                        |
| 412002 HOURLY SALARY                      | 176,190                    | 183,939                        | 183,939                     | 170,565                                | 170,000                        |
| 413001 OVERTIME                           | 1,686                      | 3,000                          | 3,000                       | 805                                    | 3,000                          |
| 413003 ACTING TIME                        | 2,430                      | 2,500                          | 2,500                       | 2,421                                  | 2,500                          |
| 414001 LONGEVITY                          | 6,652                      | 6,700                          | 6,700                       | 7,850                                  | 11,225                         |
| 414007 PERFECT ATTENDANCE INCENTIVE       | 1,305                      | 1,503                          | 1,503                       | -                                      | 1,810                          |
| 414028 VACATION BUYOUT                    | -                          | 2,296                          | 2,296                       | -                                      | -                              |
| 10220003 CITY CLERK ADMIN UT              | 8,169                      | 7,700                          | 9,062                       | 8,862                                  | 7,700                          |
| 441003 ELECTRICITY                        | 4,490                      | 5,000                          | 5,210                       | 5,010                                  | 5,000                          |
| 441004 TELEPHONE                          | 3,679                      | 2,700                          | 3,851                       | 3,851                                  | 2,700                          |
| 10220004 CITY CLERK ADMIN TR              | 548                        | 6,475                          | 6,475                       | 144                                    | 6,475                          |
| 458001 TRANSPORTATION                     | -                          | 1,500                          | 1,500                       | -                                      | 1,500                          |
| 458002 MEALS & LODGING                    | -                          | 2,500                          | 2,500                       | -                                      | 2,500                          |
| 458003 REGISTRATION & MEMBERSHIP FEES     | 548                        | 2,475                          | 2,475                       | 144                                    | 2,475                          |
| 10220005 CITY CLERK ADMIN SP              | 35,700                     | 75,340                         | 82,256                      | 46,995                                 | 72,340                         |
| 455100 INTERNAL PRINT SHOP                | 4,826                      | 10,000                         | 10,600                      | 4,300                                  | 10,000                         |
| 461001 OFFICE SUPPLIES                    | 25,038                     | 30,000                         | 32,681                      | 15,744                                 | 30,000                         |
| 461006 FURNITURE &EQUIP (NON<br>CAPITAL)  | 3,113                      | 3,000                          | 5,000                       | 3,018                                  | 7,000                          |
| 461007 COMP & SOFTWARE (NON CAPITAL)      | 187                        | 18,000                         | 18,000                      | 12,856                                 | 13,000                         |
| 461105 JANITORIAL SUPPLIES                | -                          | 300                            | 300                         | 67                                     | 300                            |
| 461201 CLOTHING & UNIFORMS                | 150                        | 1,100                          | 1,250                       | 1,040                                  | 1,100                          |
| 461400 POSTAGE                            | 762                        | 1,500                          | 1,938                       | 1,938                                  | 1,500                          |
| 464000 PERIODICALS                        | 273                        | 550                            | 550                         | 339                                    | 550                            |
| 466000 BUILDING SUPPLIES                  | 23                         | 1,890                          | 1,890                       | 428                                    | 1,890                          |
| 467000 MISCELLANEOUS SUPPLIES             | 1,329                      | 9,000                          | 10,046                      | 7,265                                  | 7,000                          |
| 10220006 CITY CLERK ADMIN SV              | 1,247,774                  | 1,559,790                      | 1,998,392                   | 1,541,976                              | 1,435,384                      |
| 432004 ENGINEER & TECHNICAL<br>SERVICES   | 65,135                     | 89,485                         | 94,089                      | 67,764                                 | 89,485                         |
| 434000 OTHER CONTRACTUAL<br>SERVICES      | -                          | 219,000                        | 219,000                     | 120,000                                | 94,725                         |
| 434002 CREDIT CARD & BANK<br>CHARGES      | 4,579                      | 5,000                          | 421                         | 264                                    | -                              |
| 434004 CC NEIGHBORHOOD<br>INITIATIVES     | 1,000,096                  | 1,035,000                      | 1,455,767                   | 1,155,944                              | 1,035,000                      |
| 443301 MACHINERY & EQUIP<br>REPAIRS       | 155                        | 800                            | 850                         | 827                                    | 800                            |
| 443400 EQUIP MAINTENANCE<br>CONTRACTS     | 6,725                      | 6,550                          | 6,895                       | 6,895                                  | 6,550                          |
| 444101 RENTAL LAND & BUILDINGS            | 113,899                    | 120,755                        | 123,861                     | 118,474                                | 125,624                        |
| 444201 RENTAL EQUIPMENT & VEHICLES        | 149                        | 500                            | 500                         | -                                      | 500                            |
| 454000 ADVERTISING                        | 18,398                     | 28,000                         | 36,564                      | 33,564                                 | 28,000                         |
| 455000 PRINTING & BINDING                 | 9,493                      | 14,200                         | 16,300                      | 15,167                                 | 14,200                         |
| 456000 OTHER SERVICES                     | 29,145                     | 40,500                         | 44,145                      | 23,076                                 | 40,500                         |

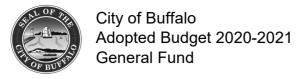


### City Clerk 10220001-411001 Budgeted Salaries

| Description                        | Step | Grade | Quantity | Unit Cost | Total         |
|------------------------------------|------|-------|----------|-----------|---------------|
| Assistant Legislative Aide         | 5    | I102  | 3        | \$ 32,604 | \$<br>97,812  |
| Assistant Legislative Aide II      | 5    | I132  | 1        | 37,890    | 37,890        |
| City Clerk                         | 5    | I106  | 1        | 102,387   | 102,387       |
| Council Clerk                      | 11   | A046  | 2        | 50,232    | 100,464       |
| Deputy City Clerk                  | 5    | I108  | 1        | 66,036    | 66,036        |
| Deputy City Clerk of Vital Records | 5    | I108  | 1        | 66,036    | 66,036        |
| Legislative Aide                   | 5    | 1007  | 4        | 43,738    | 174,952       |
| Legislative Assistant              | 5    | 1013  | 3        | 49,248    | 147,744       |
| Legislative Asst to City Clerk     | 5    | 1098  | 1        | 49,676    | 49,676        |
| Sr Account Clerk Typist            | 14   | A007  | 2        | 42,107    | 84,214        |
| Teller                             | 14   | A013  | 1        | 43,401    | 43,401        |
| Total                              |      |       | 20       |           | \$<br>970,612 |



|                                     | 2018-2019<br>Actual Amount | 2019-2020<br>Adopted<br>Budget | 2019-2020<br>Revised Budget | 2019-2020<br>Year To Date<br>6/18/2020 | 2020-2021<br>Adopted<br>Budget |
|-------------------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------------------|--------------------------------|
| 1021 CITY CLERK RECORD MGT<br>TOTAL | 198,446                    | 160,095                        | 160,095                     | 151,214                                | 156,381                        |
| 10221001 CITY CLERK RECD MGT<br>PS  | 198,446                    | 160,095                        | 160,095                     | 151,214                                | 156,381                        |
| 411001 ANNUAL SALARY                | 190,409                    | 151,467                        | 151,467                     | 144,132                                | 147,428                        |
| 413001 OVERTIME                     | 1,485                      | 2,500                          | 2,500                       | 3,886                                  | 2,500                          |
| 414001 LONGEVITY                    | 5,175                      | 3,800                          | 3,800                       | 2,425                                  | 4,125                          |
| 414028 VACATION BUYOUT              | 777                        | 2,328                          | 2,328                       | 771                                    | 2,328                          |
| 415002 CLOTHING ALLOWANCE           | 600                        | -                              | -                           | -                                      | -                              |



### City Clerk Records Management 10221001-411001 Budgeted Salaries

| Description | Step | Grade | Quantity | Unit Cost | Total         |
|-------------|------|-------|----------|-----------|---------------|
| Laborer II  | 12   | B025  | 1        | \$ 26,255 | \$<br>26,255  |
| Laborer II  | 5    | B025  | 3        | 40,391    | 121,173       |
| Total       |      |       | 4        |           | \$<br>147,428 |